

Juvenile Detention Commission for Northern Virginia

Meeting Minutes

Tuesday, July 12, 2022

Members present virtually: Mr. Earl Conklin (Chair-Arlington), Mr. Mike Mackey (Alexandria), Ms. Zakiya Worthey (Arlington), Ms. Sonnja Brown (Alexandria)

Staff present: Mr. Ian Rachal (Deputy Director), Mr. Jahi Banks, Ms. Emily Anne Reiney

Staff present virtually: Ms. Susan Lumpkin

Others present virtually: Mr. Neil Title (Attorney), Mr. Charles Smith and Mr. Amir Farshchian of 3-iT Accounting & Financial Services Corporation, and Mr. Andrew McVeigh of Mosley Architects

Mr. Conklin called the meeting to order at 4:35 p.m.

APPROVAL OF MINUTES: Mr. Mackey motioned to approve the minutes. Ms. Brown seconded the motion. The minutes were unanimously approved.

PUBLIC COMMENT: There was no public comment.

COMMENTS OF THE CHAIR AND COMMISSIONERS: Mr. Conklin opened with introductions and recognized Ms. McNair for five years of service. Mr. Conklin and the members of the Commission thanked Ms. McNair for her outstanding work and all that she has done and continues to do. Ms. Worthey thanked everyone for the great work they are doing.

STAFF & OTHER REPORTS

Financial Report: Mr. Smith reported in the month of May and through the first eleven months of the fiscal year the total assets were 9.9 million dollars, down from 10.3 million dollars at the end of April. Compared to the annual budget, revenue is approximately 98% and expenditures are approximately 73%, this down 21% from what was budgeted for the year. Mr. Mackey asked if ending the DJJ funded CPP program would create a revenue gap or a gap in services. Mr. Smith said there was no gap between revenue and services. Mr. Conklin inquired whether the June report represented the end of the fiscal year. Mr. Smith indicated that the next report would be the closeout for the year. Mr. Conklin asked Mr. Smith to identify what funds, if any, could be transferred to the reserve account.

Approval of Reserve Policy: Mr. Conklin reviewed the highlights of the policy, noting that the policy was being established to manage year-end surpluses. Any surplus would be given back to the jurisdictions, according to the jurisdictional agreement. Mr. Conklin also stated that if the reserve goals were not met there would be an option to allocate funds on a year-end basis. The jurisdictions have requested that these particular funds are not included in future funding requests, however they are agreeable to using surplus monies to fund the reserve accounts. Mr. Conklin further explained the intention of the operating reserve would be to cover unforeseen expenses that would be returned in a short amount of time. The targeted minimum would be equal to three months of operating costs. The capital reserves, Mr. Conklin explained, should be equal to 75% of the accumulated depreciation of the audited financial statement. Mr. Conklin asked Mr. Smith what the figure for the

last audited statement would have been. Mr. Smith stated that it was 6.8 million. Mr. Conklin stated that for the use of reserves and the authority to use reserve funding would be considered upon recommendations from the Executive Director. Mr. Mackey made a motion to approve the policy. Ms. Brown seconded the motion. The policy was adopted unanimously.

Approval of Revised Procurement Policy: Mr. Mackey made a motion to approve the policy. Ms. Brown seconded the motion. Mr. Mackey wanted to confirm this version of the policy was the final version. Mr. Title indicated that he had reviewed the policy and it was his understanding this version was final. Mr. Conklin took a vote, and the policy was adopted unanimously.

Update on Facility Enhancement: Mr. Rachal stated that after the last meeting, Mr. Pitarque met with Ms. McNair and himself to follow up on previous discussions and once again toured the facility. Mr. Rachal noted that there was discussion about a medical holding room and some adjustments were being made to the planning of that work. Mr. Rachal also said that Long Fence would be moving forward with installation of the fencing. Mr. McVeigh added that the fencing package from Mosely is one of three packages. Mr. McVeigh added that Mosley has completed all but a proposal. Mr. McVeigh reported that Mr. Bell was working on the proposal and should be providing that proposal this week for review. Mr. Rachal explained the changes that were made to the fencing plans. Mr. Mackey asked if the work was on track. Mr. Rachal reported that Long Fence could be out in two weeks. Mr. McVeigh stated that the two Mosely bid package proposals were being completed and would be submitted soon. The work for bid package two would take three months and bid package three would take six months, Mr. McVeigh will follow up with Ms. McNair and Mr. Rachal about those proposals and packages.

Deputy Director's Report: Mr. Rachal reported the school year for residents ended in June and the center has moved into the summer schedule. The residents have been participating in programming and tutorials. Mr. Rachal reported that staff would be working with the Alexandria Substance Use and Prevention Coalition regarding how to deal with residents experiencing opioid withdrawals. A PREA audit is planned for the end of the year. Utilization reports will be disseminated this week. Employees have completed defensive driving courses through Virginia Risk Sharing Association. The center continues to test for Covid-19. There were no grievances for the month of June. Mr. Conklin asked about the population. Mr. Rachal reported the population was nine, Ms. Reiney reported four residents were from Arlington, four were from Alexandria and one was out of jurisdiction, being released. Mr. Mackey asked about updates to the facility's visitor policy. Mr. Rachal noted information could be disseminated to the Commission and be posted on the website. Mr. Conklin directed Mr. Rachal to develop a system for notification and provide it to both Court Service Unit Directors. Ms. Reiney reported 20 new intakes for the month, which was the highest number of intakes this year, 16 releases for the month and two residents in Post-Dispositional program.

NVJDC Principal: No report as school is out for the summer.

Sheltercare Report: Ms. Lumpkin reported the population of five residents, but a capacity of eight. They continue to test for covid. Sheltercare passed its PREA audit, and the team continues to interview for vacancies.

Neil Title: Mr. Title reported on the status of virtual meetings and information he provided to the members. Mr. Title reported on meeting certain requirements to continue meeting virtually/remotely. An emergency would meet the requirement, however, Alexandria's emergency expired on June 30th. Remote meetings should not be taking place unless there is a quorum located at a central facility. A new statute was adopted in April, signed by the Governor, and takes effect September 1st. Under this new statute remote meetings are not permitted without a quorum physically present at a central location. Under the aforementioned emergency exception, there is a limitation of two remote meetings per year and only two remote meetings back-to-back. Mr. Conklin asked if the location of the commission would be applicable to how meetings occurred. Mr. Title pointed out that Section 3708.2 of the code, in his opinion, refers to where the center is located and not the other jurisdictions. Mr. Conklin said he would be sharing Arlington County's guidance on the matter.

August Meeting: There was unanimous support for the cancellation of the August meeting.

CSU Directors:

Alexandria – Mr. Mackey reported on a new in-house supervisor and a training on opioid use. He offered to share the link for anyone interested.

Arlington – Mr. Conklin reported on an upcoming gang prevention soccer tournament.

The meeting was adjourned at 6:12 p.m.

No Executive Session.